

**United States Air Force Joint Service Graduate Medical Education Selection Board (JSGMESB)**  
**2017 Application Checklist & Timeline**

This checklist outlines all documentation required to complete the JSGMESB application. Please review the Physician Education website at <http://www.airforcemedicine.af.mil/Organizations/Physician-Education-Branch/> for detailed explanations/instructions on each requirement. All application documents **MUST** be typed and uploaded into MODS (e-mailed/mailed documents will not be accepted).

**Due 31 August 2017**

1. \_\_\_\_ DoD two-page GME application & Curriculum Vitae (CV) – generated by completing online forms within MODS

**Due 22 September 2017**

2. \_\_\_\_ Reserve Component Health Risk Assessment (RCHRA) form must be submitted via myPers. **Do not upload this form into MODS, it will be deleted. (HPSP, FAP & deferred applicants only)**

**Due 7 October 2017**

3. \_\_\_\_ Program Director/Consultant interviews must be completed (interviewer will upload the interview sheet into MODS)

**Due 15 October 2017**

4. \_\_\_\_ Statement of understanding
5. \_\_\_\_ Personal essay
6. \_\_\_\_ Medical Student Performance Evaluation (MSPE, or Dean's Letter)
7. \_\_\_\_ Official medical school transcript (including degree award date, if applicable)
8. \_\_\_\_ USMLE/COMLEX transcript (not score reports)
9. \_\_\_\_ Step/Level 3 intention form (**intern applicants only**)
10. \_\_\_\_ Current, unrestricted medical license (**residents/fellows PGY3+ and staff applicants only**)
11. \_\_\_\_ Board certification (**applicants that have completed a residency**)
12. \_\_\_\_ Commander's letter of recommendation (**staff applicants only**)
13. \_\_\_\_ DEROS letter of intention (**overseas applicants only**)
14. \_\_\_\_ Two (2) personal letters of recommendation (EM applicants may submit 2 SLOEs + 1 LOR)
15. \_\_\_\_ Department Chair letter of recommendation (**USUHS applicants only**)
16. \_\_\_\_ Program Director recommendation forms (for every program currently/previously attended)
17. \_\_\_\_ Last three (3) OPRs/TRs (**active duty applicants only**)
18. \_\_\_\_ Fitness statement (**active duty applicants**) or Weight statement (**HPSP, FAP, & deferred applicants**)
19. \_\_\_\_ MPH supplemental form (**RAM applicants only**)
20. \_\_\_\_ PGY1 Only form (**medical student applicants only**)
21. \_\_\_\_ Education Summary (**medical student applicants only**)
22. \_\_\_\_ AF Form 4380 (**HPSP, FAP, & deferred applicants only**)

**15 October 2017** – Last day for training location preference changes. All changes must be updated in MODS.

**30 October – 3 November 2017** – Application scoring week

**27 November – 1 December 2017** – JSGMESB

**13 December 2017** – JSGMESB selection results released

**22 December 2017** – GME acceptance letters due to Physician Education